

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
October 05, 2015

**Call to Order.**

The Allenstown Select Board Meeting for October 05, 2015 was called to order by Mr. Gryval at 6:01p.m.

**Roll Call.**

Present on the Board: Jeff Gryval, Jason Tardiff, and Kate Walker.

**Others Present**

Residents of Allenstown:

Others Present: Chris Emond, Boys and Girls Club.

Other Public Officials: Larry Anderson, Sewer Commission and Kris Raymond, David Eaton ,Budget Committee.

Allenstown Staff: Diane Demers, Finance Director; Dana Pendergast, AFD; Cyndi Hetu, Minutes Clerk; Nick Pelechowicz, AFD; and Ron Pelissier, Road Agent.

**Citizens Comments: N/A**

**Public Hearing-proposed fee increases for tires and copies of documents.**

Mr. Pelissier stated they are finding tires throughout the town more and more. He stated their hope is if they charge a nominal fee people will be encouraged to bring them to the transfer station instead of dumping them.

The Chair stated the price proposed was \$2.00 per passenger tire and \$10 per truck tire. Mr. Pelissier stated they added \$0.50 per tire to the cost of getting rid of it. He stated they don't take any commercial tires. He stated they hope the extra \$0.50 will cover the costs of the tires they find around town.

Mr. Tardiff asked if they are going by rim size. Mr. Pelissier stated as long as they are a passenger size tire they will take them. The Chair asked where the tires will be going. Mr. Pelissier stated its part of their recycling.

Mr. Mulholland stated they already have a \$45 NSF check fee in the policy but they have been charging \$25.00. He stated the Town Hall is charging \$0.50 per copy and it costs more for the handling fees of making copies. He suggested they make it \$1.00 per copy. He stated audio recordings should be \$25.00 because of the materials and time needed to copy those.

The Chair opened the public hearing to the board.

Mr. Anderson asked why there is a fee of \$15 for snow blowers. Mr. Pelissier stated the fee is for the draining of the oil and gas when they take the snow blowers.

### **Consider applicant for call fire fighter position.**

Chief Pendergast introduced Nicholas Pelechowicz to the Board. He stated Mr. Pelechowicz is their intern student for the year. He stated Mr. Pelechowicz attends Lakes Region Community College.

Mr. Mulholland stated they are waiting on the medical. Chief Pendergast stated Mr. Pelechowicz completed everything except for one item which will be completed shortly. He distributed a package to the Board with all of Mr. Pelechowicz's paperwork.

The Chair asked Mr. Pelechowicz what made him want to get into the fire fighter profession. Mr. Pelechowicz stated it has always interested him and his father is a fire fighter/EMT.

Chief Pendergast stated they had five students apply and the oral board recommended four of them. He stated he interviewed the four applicants and choose Mr. Pelechowicz.

Motion. Mr. Tardiff made a motion to hire Nicholas Pelechowicz as a call fire fighter with an effective date of October 16, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Close Public Hearing**

Motion. Mr. Tardiff made a motion to increase the proposed fees with an effective date of November 5, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **2016 Budget Overview presentation.**

Mr. Mulholland stated they began the 2016 budget process in May giving the Department Heads the directive to meet specific budget targets to reduce the impact on taxes. He stated they are taking some long-term steps which they haven't done before. He stated the Board set targeted numbers which the department heads have met. He stated the budget stands lower than what was proposed for the previous year.

Mr. Mulholland stated appropriations by function haven't changed much from prior years. He stated the town appropriations have been going up and down. He stated in the rates of increase are much higher than the CPI (Consumer Price Index). He stated they had a huge jump in 2014 when the voters passed \$160,000 they didn't ask for. He stated it is why they saw a 9.3% increase in spending. He stated right now the proposed town budget stands at a 3.16% reduction.

Mr. Tardiff asked if they hadn't gotten the \$160,000 increase in 2014 where they would have been. Mr. Mulholland stated he didn't calculate it out but he thinks they would have been less than 3.1%. The Chair stated the increase they had asked for in 2014 was well below the default number so the amount would have been below the 3.1%.

Mr. Mulholland stated as far as the service provision their service delivery has been pretty good except for the Highway Department. He stated the town previously spent \$200,000-\$400,000 for road reconstruction and this is an area they continue to fall behind.

Mrs. Demers stated the tax rate history is broken down into the school, town and the county. She stated the town has stayed stable however the school is increasing. Mr. Mulholland stated they don't have the 2015 rate at this point. Mrs. Demers stated the estimated revenues are determined by looking at the trends from year to year and estimated conservatively.

Mrs. Demers explained the tax commitment is all the appropriations minus motor vehicle fees, building permits, rooms & meals tax, school aid, highway block grants and miscellaneous revenues. She stated the tax commitment continues to grow. She stated the outstanding taxes have gone down over the years. Mr. Mulholland stated if they look at the chart, they can see they have collected all but \$304,000 from 2015.

Mrs. Demers stated she increased the projection for actual revenues on September 1, 2015 when she filed with the DRA (Department of Revenue Administration). She stated the reason for a huge hike in 2014 revenues was they sold over \$100,000 of property, had an increase in motor vehicle permits, and received increased revenue from the rooms & meals tax. Mr. Mulholland stated they brought in enough just today it will put them over the 2015 projection.

Mr. Mulholland stated the revenues are up and they are in pretty good shape overall.

### **Review 2016 Budget Proposals;**

#### **o Parks & Recreation**

The Chair thanked Mr. Emond on all their work they are doing on the new community center. Mr. Emond stated it is very exciting and thanked Mr. Mulholland for all the work he has been doing. The Chair stated he hears there is a lot of excitement from the kids and seniors with the new building.

Mr. Mulholland stated there is a slight reduction in the Parks & Recreation budget. He stated there is an increase in some areas such as the maintenance position. He stated he reduced the heat line because they will be out of the heating season for 2016.

The Chair asked if there will be enough cushion in the heat line to heat the building while they are working on it. Mr. Mulholland stated he thinks they will use the propane heating while working on it. He stated in 2017 there will be some increases to lines.

Mr. Tardiff asked what the arrangement is right now with the Boys and Girls Club and if they are paying the heat over there (Big Jims building). Mr. Mulholland stated we are not paying the heat bill over there.

### **Highway Department**

Mr. Pelissier stated he has been working on this with Mr. Mulholland for a while. He stated they took out where they could without having too much of a risk.

The Chair asked Mr. Pelissier where in the budget it is impacted the most. Mr. Pelissier stated the highway construction services line has been impacted the most. He stated they are can't do any projects start to finish in one year. He explained various roads and projects they were hoping to do but they had to make changes with the funds they have. He stated they seem to be pretty good with everything else.

The Chair asked about the part-time line and plowing contractor line being reduced. Mr. Mulholland stated when they had put it together they didn't have an employee who was injured so the plan was to have one plowing contractor. Mr. Tardiff asked what they paid last year. Mr. Pelissier stated they paid about \$3,800. There was further discussion of going with two contracted plows versus the one.

Mr. Pelissier stated toward the fall they usually know where the budget is at and if the salt is low they encumber a project to use remaining funds to pay for the salt. Mr. Mulholland stated it is not a bad strategy overall because the budget is going to get tight. Mr. Pelissier stated they have to monitor where they are at. Mr. Mulholland stated it is going to require a level of budget discipline they haven't had to do in the past.

The Chair asked if there is anything else in the budget they should take notice of. Mr. Pelissier stated they [Mr. Mulholland and himself] are pretty confident they covered the bases. Mr. Mulholland stated they are as confident as they can be because things could come up they don't know about.

Mr. Tardiff asked about the salaries on the Highway narrative. Mr. Pelissier stated a lot of the salary stuff is put together by Mrs. Demers and Mr. Mulholland. Mr. Tardiff stated he didn't understand the salary increases. They discussed the various raise increases for each employee.

### **Solid Waste**

The Chair the Solid Waste budget is a contracted fee they had negotiated with Casella. Mr. Pelissier stated right now they don't receive revenues for recycling but they don't also pay for them. Mr. Mulholland stated they knew it was a gamble going into it and so far it has paid off.

### **Streetlights**

Mr. Pelissier stated Mr. Mulholland has been working with Eversource on the streetlights. Mr. Mulholland stated they are working on switching all lights except for one. He stated the Co-op wants to charge them for the one light so they are going to leave it alone. He stated the project is on track to be completed at the end of the month. He stated they will know once they receive the first invoices what they will be paying.

### **Storm Water**

Mr. Pelissier stated this has remained pretty much the same. Mr. Mulholland stated the EPA has not issued the final permit. He stated they did a lot of work this year. He stated they are still waiting for the testing on the two outfalls. He stated with the permit, whatever they are deficient on they are in default so they are trying to get a clean permit.

The Chair asked if the federal government ever answered the questions the coalition of towns asked. Mr. Mulholland stated they have responded to some of them but the responses are not very helpful.

### **Planning Board**

Mr. Tardiff stated the two lines they changed were the minutes and the legal line. Mr. Mulholland stated the only thing to consider is the legal line if they have any litigation. Mr. Tardiff stated he discussed with the Planning Board the legal expenses should be for questions the Planning Board has.

### **Zoning Board of Adjustment**

The Chair stated the ZBA met the five percent reduction.

### **Conservation Commission**

Mr. Mulholland stated there was an 88% reduction from \$9 to \$1.

The Chair thanked the Budget Committee members for attending the meeting tonight. Mr. Eaton stated he encouraged the members to come to the meeting tonight. Mr. Mulholland stated October 19, 2015 will have the big budgets before them.

### **Approve HTA change order for the Reynolds Ave. Project for engineering/survey.**

The Chair asked Mr. Mulholland if there have been any changes to this since he has been back. Mr. Mulholland stated it decreased down to \$6,500 from the \$7,600. Mr. Tardiff asked what the reason was for the increase when the Board had asked if this was going to be covered in the original costs. Mr. Mulholland stated he had the same question for them.

The Chair asked where in the process they are at with HTA. Mr. Mulholland stated this is the direct cost to them for surveying. Mr. Mulholland suggested if the Board approves the change order they should inform HTA if there are cost overruns which are not approved in advance will not be paid.

The Chair asked Mr. Mulholland what the risk would be if they didn't sign the change order. Mr. Mulholland stated they would stop doing everything they are currently doing. The Chair stated even though it is unfortunate this has gone over it is because of HTA's accounting practices. He stated they

would still be paying for the work they got. Mr. Mulholland stated he already told them they will not tolerate any more surprises like this. There was further discussion of how they wanted to handle the change order.

Ms. Walker asked if they can get it in writing so this doesn't happen again. Mr. Mulholland suggested the Board direct him to send them a letter about this. The Chair agreed they need to send them a letter.

Motion. Mr. Gryval made a motion to approve the HTA change order for the Reynold's Ave project for engineering survey and to have Mr. Mulholland draft a letter to HTA expressing their concerns and with the directives discussed. Mr. Tardiff seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – No; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Discuss backhoe tires**

Mr. Pelissier stated the rear tires on the backhoe are bald. He stated they have had the tires on there since it was new. He stated they have a credit with the tire company so the balance they will need to pay is about \$775.

The Chair explained they had issued a directive to Mr. Pelissier not to expend more than \$500 without coming before the Board. He asked if they were to approve it would there be room anywhere in the budgets to spend the money. Mr. Mulholland suggested it is something they need to do.

Mr. Tardiff asked about the tires for the care. Mr. Pelissier stated they are \$95 each and are good tires.

The Board approved the expenditure for the backhoe tires.

### **Approve wage classification for police department personnel.**

Mr. Mulholland conferenced in Chief Paquette.

The Chair stated they approved the wage classification for the patrolmen last week.

Chief Paquette stated the change to it was for the SRO position increasing in three phases so he gets a \$2 raise instead of \$6.00. Mr. Mulholland stated they wanted to spread out the increases over a longer period of time which he did.

Mr. Tardiff stated they approved the three steps for the patrolmen. The Chair stated they approved what the plan was from the most senior patrolmen down as it was presented. Mr. Tardiff stated there was two steps out there: the three steps and the eight steps.

Mr. Tardiff stated part of his concern was there was no grade for the SRO. Mr. Mulholland stated he is a patrolman. Mr. Tardiff asked about the Detective Sergeant. Mr. Mulholland stated they have a Sergeant position so they would fall under the Sergeant pay grade.

Mr. Mulholland expressed confusion of about what they are doing because they had discussed working on one identified problem with the patrol officers. The Chair stated they have created a problem because according to the audit, there has been a 50% turnover in the PD of which 100% came from the patrolmen. He stated they addressed it last week however the SRO wasn't viewed as a patrolman. He stated they can't leave the SRO where he is at now. Mr. Tardiff stated he agreed and wasn't aware he was a patrolman. There was further discussion of fixing the SRO pay and where in the classification to put him.

The Chair stated they chose the three step system last week. Mr. Tardiff asked where the SRO falls into all this. The Chair explained the SRO will be eased in over the next three years with two dollar increments to get him where he needs to be. Mr. Tardiff asked if the School is okay with this. The Chair stated part of the contract with the School is they would be paying his salary for their portion of the School year. He stated it is the same method they use to pay their teachers so he doubts there will be an issue. Chief Paquette stated they are lucky to have a good SRO.

The Chair stated he was hoping the Board would consider approving the SRO increase on an incremental basis of \$2 per year for the next three years.

Mr. Tardiff stated he didn't want to do the eight step because it goes back to if an employee shows up they get a raise. Mr. Mulholland stated it doesn't and it is a different process. He stated the step raises are based on performance. He stated the step raise would be determined based on the performance evaluation. The Chair stated the only thing time on the job will get someone is the ability to get the step raise.

The Chair stated they can't afford to keep losing police officers. He stated they are up to over \$32,000 just to get someone on the street. He stated the cost of payroll is insignificant compared to what they are paying to train them.

Mr. Tardiff asked the Chair which step system he wanted to go with. The Chair stated he was originally looking at the eight step but he was fine with the three step if it's what the Board wants. He expressed the importance of getting a wage classification system in place. There was discussion of where the Detective was at on the classification system.

Mr. Tardiff stated they were told certain positions are where they should be but they are finding they are not. He stated they were told the SRO was where he should be and then they found out he is \$6.00 off. Mr. Mulholland stated they didn't have a wage classification system at the time.

Mr. Tardiff stated he is fine with taking the top half and putting it to the three step, changing the SRO, and leaving the bottom. The Chair asked if they can do it. Mr. Mulholland stated they should do it but warned the Board the rate of increase will be steeper than what is proposed. He recommended the eight step be put in place.

The Chair stated the seven step system is a little more budget friendly then the three step system. He stated the three step system was based on Rye using the Allenstown numbers. He stated Mr. Mulholland's suggestion makes a lot of sense. He stated they desperately need to have it. Mr. Mulholland stated it is an eight step system.

Mr. Tardiff asked Chief Paquette what step system he told his officers they were going with. Chief Paquette stated he explained the three step process which was approved last week. He stated if they change things tonight he didn't see it being a problem. He stated they need to show them something and he can explain things the next day.

Motion. Mr. Gryval made a motion to approve the step scale system as presented this evening and to supersede the one approved last week. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Mrs. Raymond asked when the School will know what the SRO's final salary is. Mr. Mulholland stated they will know tomorrow. The Chair stated if the School Board has any questions the Chief, himself and the Town Administrator can be at a meeting.

#### **TOWN ADMINISTRATOR'S REPORT.**

Mr. Mulholland stated there are some items in the folder: the three BTLA cases, two personnel issues in the PD, municipal survey, and the Public Management magazine article he wrote.

Mr. Mulholland stated he is taking tomorrow off.

#### **Meeting to discuss application process**

Mr. Mulholland stated they had a productive meeting today in regards to the process of taking applications. He stated Mrs. Severance, Mrs. Demers, Mrs. Baxter, and the Building Inspector at the meeting. He stated a lot of it will tie into the new accounting software. He stated he will give them more details as things move along. He stated they found a gap in the system which they will fix how people are being taxed. He stated they plan to have the issues fixed by January 1, 2015.

#### **Strategic Planning for Departments**

Mr. Mulholland stated there are a number of things he wants to implement from the conference he attended. He stated it will be done on a voluntary basis to implement strategic planning for each of the departments. He stated he looks at this as a tool for the 2017 budget process. He stated it is based on objectives which they don't have at this time. He stated each department will work on their own strategic objectives and then the Board will decide what the priorities are.

Mr. Mulholland stated he wants to change the evaluation system. He stated some organizations conduct evaluations on a quarterly basis which the employees like because they get more feedback throughout the year. He suggested this be done on a voluntary basis as well.

Mr. Mulholland stated he would also like to conduct an anonymous employee survey. The Chair asked how they would do it. Mr. Mulholland stated they would use Survey Monkey which remains anonymous.

He stated they can give the employees the option of doing it by paper or online but they will encourage them to do it online. He stated constructive feedback will be helpful.

Mr. Anderson stated they do evaluations every six months and it seems to work for them.

### **Tax Deed Properties**

Mr. Mulholland stated two tax deeded properties were re-purchased today. He stated it looks like they are not going to lose any money on the tax deeded properties.

Motion. Mr. Gryval made a motion to deed back to Caroline Radlow, the mobile home at 34 Lane Drive. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Street Name Change Request**

Mr. Mulholland stated he received a call from Claire Chaput regarding changing the name of Horse Harness Rd.

### **Change Transcriptionist status to Employee**

Mr. Mulholland stated they need to change the transcriptionist's status to an employee because she is not a business. The changes to the tax laws due to the Affordable Care Act. He stated he would recommend they do it as of January 1, 2015. Mr. Tardiff asked if they would have to pay insurance and holidays. Mr. Mulholland stated no because the position would be a part-time temporary employee. He stated they will have to do a background check for her as well as the other paperwork come January.

Mr. Tardiff asked if they have anyone else they need to change. Mr. Mulholland stated no but they have some stipend people they need to be careful of.

### **Community Center Bids**

The Chair asked how the bids went for the Community Center. Mr. Mulholland stated he doesn't know because they closed at 5pm.

Mr. Mulholland stated the other contractors are due next Monday at 5pm.

### **Review and Approve Accounts Payable and Payroll Manifests**

Motion. Mr. Gryval made a motion to approve the Accounts Payable for September 30, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

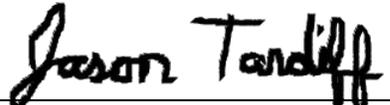
A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:08 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 05, 2015

**Signature Page**

| <b>Original Approval:</b>  |            |
|--|------------|
| <br>JEFFREY GRYVAL, Chair  | 10/26/2015 |
|  | DATE       |
| <br>JASON TARDIFF, Member | 10/26/2015 |
|  | DATE       |
| <br>KATE WALKER, Member   | 10/19/2015 |
|  | DATE       |

| <b>Amendment Approvals:</b>   |                       |              |
|-------------------------------|-----------------------|--------------|
| <b>Amendment Description:</b> | <b>Approval:</b>      | <b>Date:</b> |
|                               |                       |              |
|                               | JEFFREY GRYVAL, Chair | DATE         |
|                               |                       |              |
|                               | JASON TARDIFF, Member | DATE         |
|                               |                       |              |

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|  | KATE WALKER, Member | DATE |

# Signature Certificate

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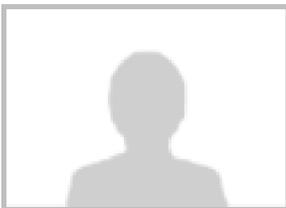


**Kate Walker**  
Party ID: BXHAYZIPLIN6UGLLFTNJT2  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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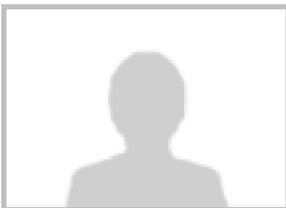


**Jason Tardiff**  
Party ID: VR5BGTJ984TKA7ZIN7K2UU  
IP Address: 173.9.43.198  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jeffrey Gryval**  
Party ID: PRMSTVJGW5JNMFT63THDZV  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

2015-10-26 13:01:04 -0700  
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2015-10-19 16:20:37 -0700  
2015-10-19 16:20:13 -0700  
2015-10-19 08:09:57 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 64.222.96.214  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 64.222.96.214  
Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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